

STUDENT DISCRIMINATION REPORTING PROCEDURES

Policy 411-Rule

Page 1 of 3

If any person believes that the Slinger School District, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, he/she may bring forward a report to the Assistant District Administrator at his/her office in the School District, 207 Polk St. Slinger, WI. 53086 or contact him/her by phone: 262-644-9615. If the report involves alleged improper behavior by the designated person to whom the report is to be filed, the report should be filed with the next highest authority listed in the procedure.

INFORMAL RESOLUTION PROCEDURE

The District encourages the informal resolution of student discrimination complaints or concerns. The person who believes s/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the report and reply to the complainant within 10 school days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL REPORTING PROCEDURES- Form is available and labeled Exhibit 1

Step 1: A written statement of the report shall be prepared by the complainant, signed and presented to the Assistant District Administrator. The ADA shall further investigate the matters of the report and reply in writing to the complainant within 10 school days.

Step 2: If the complainant wishes to appeal the decision of the ADA, s/he may submit a signed statement of appeal to the District Administrator. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the report within 15 school days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 30 school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school days of this meeting. The decision of the Board shall include a notice to the complainant

STUDENT DISCRIMINATION REPORTING PROCEDURES

Policy 411-Rule

Page 2 of 3

of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 calendar days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the complainant may appeal directly to the DPI if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES

The discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for making a complaint.

MAINTENANCE OF REPORTING/COMPLAINT RECORDS

Records shall be kept of all formal reports and complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels and any appeals. The records should include:

1. The name of the complainant and his/her title or status.

STUDENT DISCRIMINATION REPORTING PROCEDURES

Policy 411-Rule

Page 3 of 3

2. The date the report/complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Legal References:

Cross References:

Adoption Date: 9/24/2018